FF 12 Feb 2016

**Notes from Skype Bureau Meeting – 2 February (15.00 – 17.30)**

1. **Budget 2106:** Fintan presented a revised 2016 EASI budget in line with the agreement at the last Bureau Meeting. This budget is 10.000 over what we can expect to receive from the Commission (mainly the addition of the interpretation). Fintan should revise the 2016 Budget ‘Costs projected to Projects and Other Incomes’ where we will have to account for this 10.000. However he explained that even in a worst case scenario we will have from grant and project incomes and unallocated incomes (including from EAPN Fund) enough to cover all costs projected in 2016. The revised EASI budget for 2016 was accepted by the Bureau and the revised 2016 budgets should now be sent to members.
2. **Recruitment of Director:**  An exchange was had on the draft job description and person specification that was sent. On the basis of the exchange Bureau members would send their written comments in the following week. Fintan would then revise the job description and person specification on the basis of the discussion had and the comments received and we would agree the final version at the next Bureau Skype meeting. A key decision we need to make it if the position of Director would be advertised as a full time position or a 4/5 time position.
3. **Recruitment of Communications Officer:** Fintan had distributed a job description for a Communications Officer and also the current job description of Rebecca ‘Information and Events Officer’. The job description for Rebecca was substantial changed with Barbara and now both the Communications Officer and the Information and Events Officer report directly to the Director. While it is good to distinguish communication and information work Fintan advised that we should advertise for someone who would be able to coordinate work in both these areas. Rebecca may be a candidate for such a job but in any case it would be an open recruitment process. If a new person is hired then one of the first tasks that would need to be sorted out is the distinction between the two roles and to ensure that the autonomy for the role of Information and Events Officer is clear. An exchange was had on the draft job description and person specification that was sent and the link to the position of information officer. On the basis of the exchange Bureau members would send their written comments in the following week. Sergio asked Peter as responsible for Communication to find the time to make input on this job description and person specification. Fintan would then revise the job description and person specification on the basis of the discussion had and the comments received and we would agree the final version at the next Bureau Skype meeting. It was agreed that it would be advertised as a 4/5 position.
4. **General discussion re pay scales in EAPN:** We shared information on how pay scales were developed in EAPN and the problems with the existing pay scales. It was agreed that Fintan would send to Bureau members: 1) the pay scales that have been used 2) the report that was done by FEANTSA some years back on comparisons of pay in European level NGOs and 3) to search out the information on when the decisions were made in relation to the pay levels for the Funding and Project Officer and the Policy Coordinator. This was recognised as important information for the Bureau members to have.
5. **Cash Flow in EAPN.** Fintan gave an update on cash flow problems in EAPN which is mainly due to the contracts with Networks being signed later this time around. He informed that it will be another two weeks before we sign this year’s contract and then we can expect a first payment to be as much as a month after that to allow time to process the payment.  We are trying to have the final report for 2015 done as quickly as possible but it will not be before the end of March, so it will be the end of April before we get the last payment of 2015.  We have some small payments form projects due that we are following up but in any case we will have a cash flow problem for the next two months.  The Bureau approved that we try to get a loan from another NGO and/or we try to get a loan from an ethical Belgian bank (cheaper than a commercial bank) to help for this period.
6. **EAPN Restructuring:** All inputs received have now being put together in one document. This should be now put on the member’s room and a note sent to members to say it is there. It was agreed that the next step is to develop a ‘Second’ draft, based on the contributions and highlighting commonalities and divergence in the inputs received. This draft should be sent by 19th of February for discussion at the Exco on 11 – 12 March.   A draft of this needs to be ready for the next Bureau skype meeting.
7. **Meetings for 2016:** A table of EAPN meetings for 2016 was distributed. We will now try to set dates for all the meetings for the Year.